

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: EXECUTIVE SECRETARY
MAYOR & COUNCIL OFFICE**

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible clerical and administrative work in support of activities of the Mayor and the Town Council. Reports to the Mayor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains and manages the Mayor's schedule.

Secures speakers; notifies members for Mayor's Advisory Committee meetings.

Maintains the Mayor's records.

Compiles and publishes Mayor's Report to the Town Council, department heads, County Supervisor, and Chairman of Fairfax County Board of Supervisors.

Maintains the office records and files.

Maintains the office budget.

Provides office management of office supplies, office machines, etc.

Responds to citizens' requests.

Works directly with departments regarding citizens' requests.

Creates and writes proclamations.

Answers correspondence.

Organizes special events such as VML Legislative Dinner and Reception, Mayor and Council's Annual Holiday Receptions, Mayor's Annual Volunteer Reception and ceremony, etc.

Compiles lists and addresses; mails the Town's Holiday card.

Supervises the Summer Intern.

Answers and directs telephone calls.

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Receives, reviews, prepares, and processes various records and reports such as memorandums, letters, etc.

Refers to policy and procedure manuals, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as a computer, copier, fax machine, telephone, etc.

Uses a variety of supplies such as general office supplies, etc.; and a variety of computer software.

Interacts and communicates with various groups and individuals such as the Mayor, Town Council, department heads, County Supervisor, Chairman of Fairfax County Board of Supervisors, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree supplemented with two to three years of progressively responsible experience in secretarial and administrative work, preferably in a local government setting; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, audio tape recorders, copiers, calculators, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from superiors.

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Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, general statutes, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide; to calculate percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Mayor and Town Council Office as they pertain to the performance of duties of the Executive Secretary. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of Town and departmental rules, regulations, policies and procedures, and is able to interpret them. Has excellent administrative, organizational, secretarial, customer service and clerical skills. Has considerable knowledge of the organization and functions of Town government. Has considerable knowledge of modern office practices and procedures. Has considerable knowledge of arithmetic, spelling, grammar, punctuation, and vocabulary. Has knowledge of and skill in the maintenance of efficient filing systems. Has knowledge of how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is able to operate common office machines, including popular computer-driven word processing, spreadsheet, and file maintenance programs. Is able to research program documents and narrative materials, and to

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compile reports from information gathered. Is able to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Is able to make routine administrative decisions independently in accordance with laws, regulations, Town policies and procedures, and to solve problems, and answer questions. Is able to develop and modify work procedures, methods, and processes to improve efficiency. Is able to type accurately at a moderate to high rate of speed. Is able to communicate effectively orally and in writing. Is able to exercise considerable tact and courtesy in frequent contact with public officials and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

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Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.